

# **AMPA Enterprises**

## **Assistant to the Operations Manager Leadership & Employment Agreement**

### **Position Purpose**

Provides administrative and operational support.

### **Responsibilities**

Maintain professionalism, support company objectives, follow the chain of command, protect company assets, participate in meetings, complete assigned projects, and maintain activity standards.

### **Authority & Decision Making**

Authority is limited to the responsibilities delegated to this position. Major organizational decisions remain subject to executive review and company policy.

### **Confidentiality & Non-Disclosure**

The employee shall not disclose confidential information including personnel matters, internal discussions, financial information, strategic plans, operational data, or unreleased projects.

### **Conduct Expectations**

Employees are expected to maintain professional conduct, treat members with respect, avoid harassment, and represent AMPA Enterprises positively both internally and publicly.

### **Social Media & Public Communications**

Members may not publicly release company information, announcements, development plans, or internal decisions without authorization from executive leadership.

### **Performance & Activity Standards**

Employees must remain active, responsive, and engaged. Failure to meet performance expectations may result in coaching, reassignment, suspension, or removal.

### **Removal From Position**

Appointments may be revoked for misconduct, inactivity, policy violations, poor performance, breach of confidentiality, or actions contrary to company interests.

### **Acknowledgement**

By signing, the employee acknowledges understanding and acceptance of all AMPA Enterprises policies and expectations associated with this position.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_